

Assistant Director Report May 2026

Programming

Make and Mingle

Madeline led our patrons through the process of creating flower bookmarks. Participants designed their bookmarks using pressed flowers then glued them onto a textured background and cold laminated them. They turned out very well.



Patrons happily creating their flower bookmarks (left). The results of their efforts (right)

Family Bingo

Saturday May 16th, I hosted Family Bingo. About 30 patrons showed up to win an array of fun prizes. Bingo lasted for an hour and a half and I believe everyone won at least once. Many patrons won multiple times.



Family Bingo in full swing.

Workforce Development

During staff training day Danielle Zeamer, who runs JobPod, trained staff on the resources that come with the JobPod that was approved to be placed in the library last month at the board meeting. I have been in contact with Mag Miller, our sales representative with Creative Business Interiors, and the soonest installation date of the JobPod would be the week of June 24th. She is currently out of the office and I'm waiting on word from her regarding a concrete date.

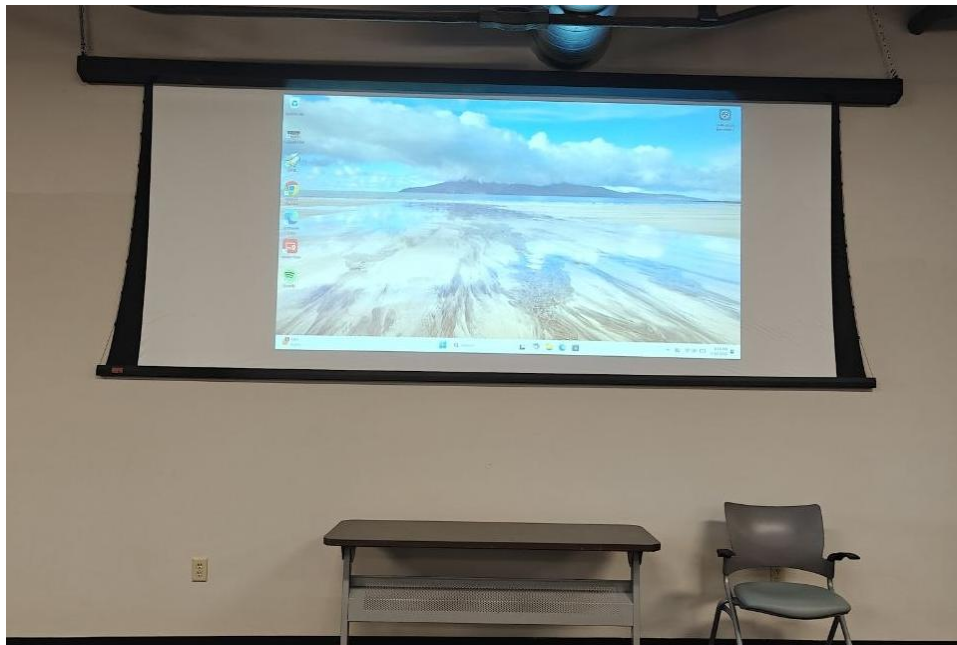
This month the Kaukauna High School presented us with a community partnership certificate for recognition for participation with Kaukauna High School's Job Exploration & Training Program. Periodically, students from the high school will assist us with tasks around the library such as cleaning discs, straightening books, or dusting shelves. They report to the library on a regular schedule and "clock in and out" of their shifts on our volunteer tablets. This gives them an idea of what working a regular schedule is like after high school. We are happy to work with the students and are honored to be recognized!

Polaris Training

Polaris training is officially underway! I was trained on the software in late April and used the last week of April and first week in May to create a 190 page training manual specific to the Kaukauna Public Library and workflows specific to procedures we have found to work best for our library. Using this manual to teach from, three hours of our staff training day was used to instruct staff on our new ILS Polaris. This manual will be updated as Polaris changes and I learn new features of the software. The manual will be available digitally from all workstations, as well as printed for those who would prefer it. I am also making the manual available to all OWLS libraries in Microsoft Word format so that they can make relevant changes for their library and don't have to create their own training materials from scratch. Additionally, a computer is being set up in the workroom dedicated to running Polaris. The manual will be available on the computer, and a printed copy will be sitting next to it as well. Staff will be able to use Polaris to test out the new procedures until we go live on August 19th. Hopefully by doing the same task in CARL and Polaris staff will learn the program faster than not having Polaris available to them at all.

Conference Room ABC Screen

Library patron Jay Jaquet was kind enough to donate his brand-new projector screen to the library. Currently, the library projects our overhead projector to the wall in conference room ABC. Projecting onto the screen increases visibility, particularly when the conference room lights are on, by more effectively reflecting the light of the projector back to the viewer. DPW hung the screen at the beginning of May and on 5/16/26 Bissing Electric, Inc. wired it. After it was wired, I adjusted the projector mount to fit the area of the new screen properly.



The new projector screen. It can be raised and lowered using a switch on the wall.